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POLICY DIRECTIVE NO. 07-03 **EFFECTIVE August 20, 2007**

This written policy is established pursuant to section 67-5720, Idaho Code and Idaho Purchasing Rule 42.01(iv) (IDAPA 38.05.01.42.10(iv)).

The Administrator of the Division of Purchasing has determined to exempt from competitive acquisition procedures the acquisition of legal services (not already exempt as a small purchase under Idaho Purchasing Rule 44 (IDAPA 38.05.01.44)) by those state entities within the Department of Self-Governing agencies, enumerated at sections 67-2601(2)(a), 67-2601(2)(b) and 67-2601(3).

The conditions applicable for the exemption to apply are as follows:

1. The state entity must request the exemption in writing, stating the basis for the request;
2. The administrator must grant the request in writing;
3. The state entity shall, upon request of the administrator, provide an accounting of moneys spent on legal representation pursuant to the exemption;
4. The exemption must be reviewed by the administrator no less than every three (3) years; and
5. The administrator may revoke the administration at any time if the administrator determines the terms of the exemption are not being met or if revocation is in the best interest of the state.

Bobbi Eckerle, Administrator